

12 August 1955

*of M
Regulations*

read &

25X1

see me,

pls

Wm J. G.

MEMORANDUM FOR: Deputy Director (Support) (Info) - 2
Deputy Director (Intelligence) - 10
Deputy Director (Plans) - 19
Director of Communications - 3
Director of Personnel - 5
Director of Logistics - 9
Director of Training - 3
Director of Security - 10
Comptroller - 3
Chief, Medical Staff - 3
Chief, Audit Staff - 1
Inspector General - 1
Cable Secretary - 1
S/A to DCI for Planning and Coordination (Info) - 1
General Counsel - 1

SUBJECT: Proposed Regulation No. [] Records Management
(Job #1320-VJB)

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*works to keep this
in the 73 series.*

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1. Proposed R [] is submitted for your concurrence and comment.

2. This regulation supersedes CIA Regulation No. [] and includes program elements not previously covered. Specifically, it brings forms management, reports management, and correspondence management within the scope of records management; assigns responsibility for technical supervision of the Repository to the Management Staff; and provides for top level support by assigning to the Deputy Directors responsibility for establishing and maintaining area programs.

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3. This regulation is proposed by the Chief, Management Staff. Questions may be directed to [] Chief, Records Management Staff, extension []

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4. It is requested that your concurrence and comments be indicated on the attached Concurrence Sheet and submitted to this Staff by 2 September 1955.

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Enclosures:

1. Proposed regulation
2. Concurrence Sheet

Chief, Regulations Control Staff

MS/RCS: [] (8 Aug. 55)

STAT

Comments
Seems they've not made provision
for handling special intelligence material.

Examples:

2 (a) - This isn't accurate, because
refers to all activities, S.I. should
be excluded. [also, how about
Restricted Data, cryptographic material]

3 a - (4) -

This can't apply to S.I., &
probably not to Restricted Data &
Crypto material.

Director of Comm. is resp for Operational
AD/CI for S.I.

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE:

FROM :

SUBJECT:

TO: REGULATIONS CONTROL STAFF,

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CONCURRENCE SHEET

PROPOSED ISSUANCE: R Records Management
Draft dated 12 August 1955

CONCUR:

- (a) Substance
- (b) Rescission of CIA Regulation No.
- (c) Classification
- (d) Distribution

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Signature

Office

Date

COMMENT

(Job. #1320-VJB)
Due: 2 September 1955

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